



CALIFORNIA POLYTECHNIC STATE UNIVERSITY  
San Luis Obispo, California 93407  
ACADEMIC SENATE

MEETING OF THE ACADEMIC SENATE EXECUTIVE COMMITTEE  
Tuesdays, May 13, 2008  
01-409, 3:10 to 5:00pm

- I. Minutes: none.
- II. Communications and Announcements:
- 3:10 III. Reports:
  - A. Academic Senate Chair:
  - B. President's Office:
  - C. Provost:
  - D. Statewide Senate:
  - E. CFA Campus President:
  - F. ASI Representative:
  - G. Caucus Chairs:
  - H. Other:
- IV. Consent Agenda:
- 3:30 V. Business Item(s):
  - A. CAED caucus chair for 2008-09.
  - B. Resolution on Changes to the *Bylaws of the Academic Senate*: Section VID.1.4.a&b, changes made in the membership and responsibilities of the Distinguished Teaching Awards Committee: Executive Committee (pp. 2-3).
  - C. Agendize bylaw changes under Consent Agenda and Business Items (pp. 4-19).
  - D. Resolution on Revisions to *Fairness Board Description and Procedures*: Baltimore, chair of Fairness Board (pp. 20-25).
  - E. Resolution on Revisions to Campus Administrative Manual Section 684: Academic Dishonesty-Cheating and Plagiarism: Baltimore, chair of Fairness Board (pp. 26-29).
- VI. Discussion Item(s):
  - A. Discussion of Research Committee and Sustainability Committee.
  - B. Effective shared governance.
- 5:00 VII. Adjournment:

4. Distinguished Teaching Awards Committee

a. Membership

The Distinguished Teaching Award Committee shall be composed of five General Faculty members from different colleges when possible, and two students. The faculty members will be appointed by the Chair of the Academic Senate with the approval of the Executive Committee. These faculty members will be representatives should include former recipients of the Distinguished Teaching Award and will serve two year staggered terms. Colleges not represented during a term of membership will be rotated onto the committee when a member needs to be replaced. The students will be appointed by ASI. Ex officio members shall be two ASI representatives. There will have at least junior standing and will have completed at least three consecutive quarters and 36 quarter units at Cal Poly with at least a 3.0 grade point average.

b. Responsibilities

The Distinguished Teaching Awards Committee shall conduct the selection process and determine the policies and procedures to be used for judging potential candidates for the Distinguished Teaching Award. Nominations for the award will be received by the committee during fall quarter and final selection will be made no later than the sixth week of spring quarter. The Distinguished Teaching Awards Committee shall conduct the selection process in accordance with the special rules and procedures approved by the Executive Committee for judging potential candidates for the Distinguished Teaching Award.

## VIII. COMMITTEES

### 1. COMMITTEE DESCRIPTIONS

#### 4. Distinguished Teaching Awards Committee

##### a. Membership

The Distinguished Teaching Awards Committee shall include up to seven General Faculty members when possible, one from each college. The faculty members should be former recipients of the Distinguished Teaching Award. If no prior Distinguished Teaching Award recipients from a particular college are available and willing to serve, the Executive Committee in consultation with the Distinguished Teaching Awards Committee chair may appoint a faculty member from that college who has a clear and compelling record of sustained, outstanding instructional performance. Ex officio members shall be two ASI representatives. The ASI representatives will have at least junior standing and will have completed at least three consecutive quarters and 36 quarter units at Cal Poly with at least a 3.0 grade point average.

##### b. Responsibilities

The Distinguished Teaching Awards Committee shall conduct the selection process and judge potential candidates for the Distinguished Teaching Award in accordance with the special rules and procedures developed by the Teaching Awards Committee and approved by the Executive Committee. Final recommendations regarding the Distinguished Teaching Award recipients will be submitted directly to the President.

May 8, 2008

CHANGES TO THE *BYLAWS OF THE ACADEMIC SENATE*

	<u>page</u>	<u>section</u>	<u>change recommended</u>
1)	4	LB.2	Grade point average for ASI representatives changed from 2.0 to 2.3 to conform to ASI committee eligibility requirements.
2)	5	II.A1	<hr/> "Elected members shall be <del>voting</del> members" removed because of redundancy. Voting status is stated in the <i>Constitution</i> .
3)	5	II.A2	<u>"shall be nonvoting"</u> removed because of redundancy. Ex officio nonvoting status is stated in the <i>Constitution</i> .
4)	7,8	IILB	Changes to the election procedures are in keeping with current practices.
5)	9	IV.A1	Duties of Chair have been itemized.
6)	9	IV.A1.c	Added duty of Chair to "meet with the President, Provost and Deans Council on a regular basis."
7)	9	IV.A1.d	Added duty of Chair to prepare an annual list of charges for Academic Senate committees and submit to Executive Committee for its approval; [and] meet with each committee or committee chair during fall quarter.
8)	10	IV.A1.e	Appointment of parliamentarian is eliminated. See IV.A4: Past Academic Chair becomes the parliamentarian.
9)	10	IV.A1.f	<hr/> "and there is not time to elect a replacement" removed because of redundancy. Procedures for replacing a CSU academic senator are stated in VII.B.5.
10)	10	IV.A1.g	<hr/> "The <del>Chair</del> shall also transmit all official actions of the Academic <del>Senate to the President of the University</del> " removed because this is a function of the Senate office, not a duty of the Chair.
11)	10	IV.A4	Past Chair, if available, becomes the parliamentarian for Executive Committee and Senate meetings.
12)	12	VILA	Slight wording change to specify "caucus chair" membership to the Executive Committee.
13)	12	VILA	The two student representatives to the Academic Senate are added to the Executive Committee as nonvoting members.
14)	12	VILB.1	<u>"Setting the agenda"</u> replaced with <u>"agendizing resolutions"</u> for clarification.

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|-----|-------|--------------|--|
| 15) | 12    | VIIIA        | "Executive Committee" added for clarification.   |
| 16) | 12,13 | VIIIB        | Changes made in general membership of Academic Senate committees: Chair becomes ex officio, nonvoting member of all committees; faculty emeriti member eliminated.   |
| 17) | 13    | VIII.B       | <u>"Terms shall be staggered to ensure continuity" added to conform to current practices.</u>  |
| 18) | 13    | VIII.C       | Duties of committee chairs have been itemized.   |
| 19) | 13    | VIIIC.5      | These responsibilities of the committee chair have been modified to conform to current practices.  |
| 20) | 13    | VIIIC.7      | Wording change re annual meeting between committee chairs and Academic Senate Chair made to conform to current practices.  |
| 21) | 14    | VIIID.7&8    | Two operating procedures added for Academic Senate committees.   |
| 22) | 14    | VIIILL1.a    | <u>Budget Officer or designee</u> removed from membership of Budget and Long-Range Planning Committee.   |
| 23) | 15    | VIII.L2.a    | Wording change re membership of the Curriculum Committee made for clarity.   |
| 24) | 15    | VIII.L2.b    | Changes made in responsibilities of the Curriculum Committee.  |
| 25) | 15,16 | VIIILL2.b    | Changes made in the membership and procedures of the U.S. Cultural Pluralism Subcommittee.   |
| 26) | 16    | VIIILL3.a&b  | Changes made in the membership and responsibilities of the Distinguished Scholarship Awards Committee.   |
| 27) | 16,17 | VIIILL4.a&b  | Changes made in the membership and responsibilities of the Distinguished Teaching Awards Committee.  |
| 28) | 17    | VIIILL5.a    | Change made in the membership of the Faculty Affairs Committee making ex officio members of the committee nonvoting members.   |
| 29) | 17,18 | VIIILL7.a    | Changes made in the membership of the Grants Review Committee.   |
| 30) | 19    | VIII.L8.b    | <u>Change made in responsibilities of the Instruction Committee eliminating "The chair of the Instruction Committee shall meet regularly with the chair of the Curriculum Committee and the Chair of the Academic Senate."</u> |
| 31) | 19    | VIIILLI0.a&b | Changes made in the membership and responsibilities of the Research and Professional Development Committee.  |

## ***BYLAWS OF THE ACADEMIC SENATE***

### **I. INTRODUCTION**

#### **A. CONSULTATIVE PROCEDURES**

1. Consultative procedures to be used by the Academic Senate must guarantee full participation by the faculty in the formulation of policies and procedures affecting academic governance.
2. The consultative process must provide adequate time for collection and dissemination of information, discussion, and formulation of recommendations.
3. Recommendations from the Senate shall normally be submitted to the President. Actions taken by the President in response shall be reported to the Senate.
4. In accordance with procedures specified for particular committees in these bylaws, committee recommendations shall be reported to the Academic Senate.
5. Any appointee of the Executive Committee, or of the Academic Senate Chair, to any committee not specified in these bylaws, shall report from such committee to the Academic Senate or to one of its committees.
6. Any senator who believes that consultative procedures on any recommendation of the Senate or of any department or of a college have not been adequate, may submit evidence in writing to the Executive Committee of the Academic Senate in support of this belief and request an investigation. The Executive Committee will make a determination as to the merit of the written evidence and then assign this matter to an appropriate committee for investigation. The committee may then make recommendations for improvement of these consultative procedures to the Academic Senate.

#### **B. DEFINITIONS**

##### **1. Title Change**

When there is a change in the title of an individual listed as an ex officio member of an Academic Senate committee, without any substantial changes in the duties of this individual, this title shall be changed in the bylaws as an editorial change and need not go through the normal procedures for amending bylaws.

##### **2. ASI Representatives**

Unless otherwise specifically stated in these bylaws, ASI representatives on committees shall be students carrying at least seven quarter units, who have completed two quarters within the previous academic year, at least 24 quarter units at Cal Poly, and who have a Cal Poly grade point average of at least ~~2.0~~ 2.3.

##### **3. Full-time Academic Employees**

Full-time faculty members holding rank and occupying positions in academic departments/teaching areas in the University, full-time personnel in Professional Consultative Services (as defined in Article III.1.b of the *Constitution of the Faculty*), and full-time lecturers holding one-year appointments in academic departments/teaching areas shall be considered full-time academic employees. This

status shall not lapse because of a temporary part-time appointment to duties outside the department/teaching area.

4. Part-time Academic Employees

Part-time lecturers in academic departments/teaching areas in the University and part-time employees in Professional Consultative Services (professional Consultative Services classifications: librarians, counselors, student service professionals I-, II-, III-academically related, student service professionals III and IV, Cooperative Education lecturers, physicians, and coaches) who are not members of the General Faculty as defined in Article I of the *Constitution of the Faculty*.

5. College Caucus

All of the senators from each college and Professional Consultative Services shall constitute the caucus for that college or Professional Consultative Services. Part-time academic employees shall not be part of any college caucus.

6. Temporary Vacancy

A vacancy caused by illness, death, resignation, retirement, sabbatical leave, jury duty, temporary administrative appointment, or other compelling reason which will last generally less than one academic year.

7. Vacant Position

A vacancy resulting from the criteria for membership specified in Article III, Section 1 of the *Constitution of the Faculty*. Vacancies shall be filled in accordance with Article III.B.7 of the *Bylaws of the Academic Senate*.

8. Voter Eligibility

Voting members of the General Faculty as specified in Article I of the constitution are eligible to vote for:

- a. Senators from colleges or Professional Consultative Services;
- b. CSU academic senators;
- c. Members to the Grants Review Committee;
- d. Consultative committees as needed.

II. MEMBERSHIP OF THE ACADEMIC SENATE

A. ELIGIBILITY

1. Elected Members

Elected members shall be full-time members of the General Faculty who have been nominated and elected in accordance with Article III of these bylaws. Elected members shall be voting members.

2. Ex Officio Members

Ex officio members shall be nonvoting as are specified in Article III. I.e of the constitution.

election to the Senate or another senator who is a member of the college/Professional Consultative Services to serve as proxy. The senator shall transmit in writing the name of the person to serve as proxy to the Academic Senate office. Proxies shall be counted in the determination of a quorum and will have the same right to vote as the senator who is absent.

F. AUTOMATIC RESIGNATIONS

Any senator missing more than two consecutive Senate meetings without a substitute or proxy shall be automatically resigned from the Senate at its regular meeting and shall be reinstated if an appeal for reinstatement is upheld by the Executive Committee of the Academic Senate.

III. ELECTION PROCEDURES

Elections shall be held for membership to the Academic Senate, Senate offices, Academic Senate CSU, Grants Review Committee, appropriate recall elections for the preceding as per Section IX of these bylaws, and ad hoc committees created to search for such University positions as president, provost, vice presidents, college deans, and similar type administrative positions.

A. GENERAL PROCEDURES

Balloting shall be by the "double envelope system" (outside envelope signed, inside envelope sealed and containing the voted ballot) which ensures that only eligible persons will vote and ballots will remain secret.

1. Time and manner of nominations and elections will be announced in a timely fashion to facilitate maximum faculty participation.
2. Voter and candidate eligibility shall be verified.
3. The Executive Committee will rule on questions as they arise and serve as an appeals body to rule on any allegations of irregularities in the nomination and election process.
4. Votes will be publicly tallied at an announced time and place and results of the election will be published.
5. Ballots will be counted only if they are properly signed and received by the announced closing date. Ballots will be retained for ten working days.
6. Those candidates who receive the highest number of votes shall be declared elected.
7. Department/teaching area representation shall have precedence in elections according to Article II.C.3 of the *Bylaws of the Academic Senate*.

B. ELECTION CALENDAR

1. During the first week of winter quarter, the Academic Senate office shall solicit nominations to fill vacancies for the next academic year. At the same time, each caucus chair shall be notified, in writing, of such vacancies. ~~By Friday of the following week, each caucus chair shall notify the Senate office in writing of any discrepancies in the number of vacancies in its constituency.~~ Accepted nominations shall include a signed statement of intent to serve from the candidate.



Eligibility to serve shall be determined for each college and Professional Consultative Services.

2. Election of senators shall be conducted during the last week of January in February. Any runoff elections, if needed, shall be conducted the week following the conclusion of the election.
3. At the first Senate meeting after the conclusion of the election, the names of all nominees, the dates of the elections (including a runoff if necessary) and the time and place at which ballots will be counted shall be reported.
4. Election results shall be announced by direct or electronic mail to all departments and again at the first Senate meeting following the elections. Election results shall be announced to the campus and the Senate.
5. Whenever the normal election process fails to provide full membership or when a vacancy occurs:
  - (a) the caucus for the underrepresented college/Professional Consultative Services shall solicit nominations through direct or electronic mail contact to each faculty member in the college/Professional Consultative Services. (See department/teaching area representation requirement in Article II.C.3 of these bylaws.) Accepted nominations shall include signed statements of intent to serve from the candidates.
  - (b) from the list of accepted nominations, the caucus shall select by secret ballot the nominees of its choice and recommend the names of the selected nominees to the Executive Committee for its appointment.
  - (c) the appointed member shall serve until the end of the term of the position being filled.
6. The procedures and timetable for election of CSU academic senators shall be the same as that for the campus Academic Senate and Grants Review Committee, except that nomination shall be by petition of not less than ten members of the faculty and shall include a consent to serve statement signed by the nominee. [Reference VII.B.5 of these bylaws for filling of temporary vacancy for a CSU academic senator.]
7. Election of Academic Senate officers:
  - (a) prior to the last regularly scheduled Senate meeting of winter quarter, eligible nominees of the Senate shall be solicited for the offices of Chair, Vice Chair, and Secretary.
  - (b) a petition of nomination signed by three senators which includes a consent to serve statement signed by the nominee shall be received by the Senate office. Such petitions shall be due at the Senate office prior to the last regularly scheduled Senate meeting of winter quarter. The names of the eligible nominees shall be announced at the last regularly scheduled meeting of winter quarter.
  - (c) nominations for other eligible candidates will be received from the floor of the Senate provided that (1) at least two senators second the nominations, and (2) the nominee is present and agrees to serve if elected.

- (d) the Academic Senate Vice Chair shall conduct the election of Senate officers at the last regularly scheduled meeting of winter quarter. Officers shall be elected one at a time: first the Chair, then the Vice Chair, and finally the Secretary.
  - (e) in the event of a vacancy in the offices of the Senate, an election will be conducted at the next meeting of the Senate to fill the unexpired term. Nominations shall be made from the floor of the Senate in compliance with subsection (c) above.
8. Election of representative for part-time academic employees:
- (a) during the first weeks of fall quarter, the Academic Senate office shall solicit nominations for the position of Academic Senate representative for part-time academic employees.
  - (b) after nominations have been received, election to this position shall be conducted. A runoff election, if needed, shall be conducted the week following the conclusion of the election. Said position shall be elected by vote of all University part-time academic employees unless only one nomination to this position is **received**, in which case the Executive Committee of the Academic Senate shall have the authority to appoint said nominee to the position.
  - (c) the elected member shall serve until the end of the academic year.

#### IV. OFFICERS

##### A. OFFICERS

The officers shall consist of the Chair, Vice Chair, and Secretary, as specified in Article III, Section 3 of the constitution. The duties shall be as follows:

##### 1. Chair

- a. The Chair shall set agendas and conduct all meetings of the Academic Senate and Executive Committee.
- b. The Chair shall serve as a representative of the Academic Senate upon call by the President of the University.
- c. The Chair shall meet with the President and Provost on a regular basis and brief them on Academic Senate business. The Chair shall perform a similar function at the Deans Council.
- d. The Chair shall prepare, in consultation with committee chairs and the Provost, an annual list of charges for Academic Senate committees for approval by the Executive Committee. The Chair shall meet with each committee or committee chair before the end of fall quarter to review these charges as well as applicable bylaws and procedures **Xref:** VIII.C.5&7l.

e. ~~The chair~~ shall appoint a ~~parliamentarian~~ for ~~Academic Senate meetings~~.

f. The Chair shall serve as an alternate for the Academic Senate California State University and shall attend when an elected statewide senator must miss a given meeting ~~and there is not time to elect a replacement~~.

g. ~~The Chair~~ shall ~~also transmit all~~ official actions of the ~~Academic Senate~~ to ~~the President of the University~~.

2. Vice Chair

In the event of a permanent vacancy in the office of Chair, the Vice Chair shall succeed to the office and a replacement Vice Chair shall be elected to complete the term of office. The Vice Chair shall serve in the capacity of the Chair during her/his absence or upon the request of the Chair.

3. Secretary

The Secretary or designee shall record the minutes of all Senate and Executive Committee meetings and shall provide copies of these minutes to all senators in the case of Senate meetings and to all Executive Committee members in the case of Executive Committee meetings. The Secretary or designee shall provide written notice of meetings to the appropriate faculty and shall handle correspondence of the Academic Senate. The Secretary or designee shall create three copies of the minutes of all meetings--one for the Chair, one to be passed to the library, and one to be filed in the Academic Senate office. The Secretary shall have available at each Senate meeting a current file of the actions of the Senate and a copy of the constitution and bylaws.

4. The immediate Past Chair, if available, shall serve as parliamentarian for Executive Committee and Senate meetings.

B. ELIGIBILITY

Each officer shall be an elected member of the Academic Senate. Every candidate for Academic Senate office shall have at least one more year to serve as an elected senator. A college is permitted to provide only one officer at a time.

C. TERMS OF OFFICE

Each officer shall be elected by the voting members of the Academic Senate for a one-year term. These elections shall be held at the last regularly scheduled Senate meeting of winter quarter and term of office shall begin with the start of summer quarter. The only limitation to the number of terms that a senator may hold office are the eligibility requirements in Article IIA of these bylaws and the terms of office restrictions in Article IIB of these bylaws.

D. REPLACEMENT

The filling of temporary vacancies shall be accomplished as specified in Article III.B.7.e of these bylaws.

V. MEETINGS

## VII. EXECUTIVE COMMITTEE

### A. MEMBERSHIP

The Executive Committee shall consist of the officers of the Senate who serve the Executive Committee in like capacity, plus ~~One~~ senator a caucus chair from each college and ~~one from~~ Professional Consultative Services elected by the appropriate caucus. The CSU academic senators, the immediate Past Academic Senate Chair, the ASI President, the Chair of AS} Board of Directors, and the ProvostNice President for Academic Affairs or designee are ex officio members. The ProvostNice President for Academic Affairs, the ASI President, and the Chair of ASI Board of Directors are ~~is a~~ nonvoting members. A quorum shall consist of a majority of the voting members.

### B. FUNCTIONS

The Executive Committee shall be responsible for the following functions:

1. Setting the agenda Agendizing resolutions for Academic Senate meetings;
2. The appointment of committee members and committee chairs (pursuant to section VIII.C of these bylaws);
3. The directing of studies to committees and receipt of reports there from for inclusion on the agenda;
4. The filling of temporary vacancies in the membership of the Academic Senate in accordance with Article III.B.7 of these bylaws;
5. The making of nominations for a temporary vacancy for CSU academic senator. The Academic Senate shall elect a replacement to the position to be effective only until the next regular election date for members of the Senate or until the individual that vacated the position returns;
6. The filling of temporary vacancies in Senate office or membership of the Executive Committee except in the case of vacancies created by recall (see section IX of these bylaws);
7. The approving of nominations and/or appointments by the Academic Senate Chair to other official committees.

## VIII. COMMITTEES

### A. GENERAL

The functional integrity of the Academic Senate shall be maintained by the committee process. The committee structure shall include standing committees staffed by appointment or ex officio status, elected committees staffed by election, and ad hoc committees staffed either by appointment or election as directed by the Academic Senate Executive Committee.

### B. MEMBERSHIP

Except as noted in the individual committee description, committees shall include at least one voting General Faculty representative from each college and Professional Consultative Services. The Academic Senate Chair is an ex officio, nonvoting member of all committees. Additional ex officio representation may include members of Administration,

ASI representatives appointed by the ASI president, the Chair of the Academic Senate, faculty emeriti, and other representation when deemed necessary by the Senate. Ex officio members shall be voting unless otherwise specified in the committee's description.

During spring quarter, each caucus shall convene to nominate candidates from that college or Professional Consultative Services to fill committee vacancies occurring for the next academic year.

These nominations shall be ~~taken~~ to a meeting of the Executive Committee before the June regular meeting of the Senate. The Executive Committee shall appoint members to standing committee vacancies from these lists. Each appointed member shall serve a two-year term with a maximum appointment of four consecutive terms on one committee. Terms shall be staggered to ensure continuity.

No person shall be assigned concurrent membership on more than one standing committee except for Executive Committee members who may serve on the Executive Committee and one other Senate committee.

#### C. COMMITTEE CHAIRS

1. Chairs shall be members of the General Faculty.
2. Committee chairs shall be voting members and may be chosen from inside or outside the committees. The chair need not be an academic senator.
3. The Executive Committee may choose to appoint the committee chairs. If the Executive Committee chooses not to appoint a committee chair, then the chair of that committee shall be elected by a majority vote of the eligible voting members on the committee.
4. Committee chairs serve for one-year terms.
5. Each committee chair shall be responsible for reporting committee activities to the Academic Senate implementing the charges established by the Executive Committee [(ref: IV.A 1.d)] for keeping minutes, and for making quarterly reports to the Academic Senate Chair.
6. The committee chair shall notify the chair of the college caucus whenever a member has not attended two consecutive meetings.
7. Committee chairs shall meet with the Academic Senate Chair at least annually before the end of fall quarter [Xref: IV.A 1.d].

#### D. OPERATING PROCEDURES

Operating procedures for Academic Senate committees are as follows:

1. A simple majority of the voting members shall constitute a quorum for a meeting. A quorum is required to conduct business.
2. Chairpersons serve until the end of the academic year. In the event that a chair must miss a meeting, she shall appoint a substitute chair for that meeting.
3. Meetings shall be called at the discretion of the chair or upon the request of three members of the committee. Committees are required to meet at least once per quarter during the school year. Regular meetings shall be scheduled during normal work hours.

4. Notification of meetings shall be sent by the committee chair at least three working days before the meeting date. Committees may establish regular meeting times. Upon committee agreement, a regular meeting time shall constitute notice.
5. Members may not vote by proxy.
6. A vote by the majority of the voting members attending a meeting shall be the decision of the committee.
7. Minutes shall be kept for each meeting and a copy transmitted to the Academic Senate office.
8. Special rules and procedures must be approved by the Executive Committee, included in the committee's description, and on file with the Academic Senate office.

E. MEETINGS

Meetings of all committees except those dealing with personnel matters of individuals shall be open. The time and place of each meeting shall be announced in advance.

F. REPORTING

Each committee shall maintain a written record of its deliberations. A summary report shall be submitted to the Academic Senate office at the end of the academic year.

G. MINORITY REPORTS

Minority reports may be submitted with the reports of the committees.

H. COMMITTEES

1. Budget and Long-Range Planning
2. Curriculum (and its subcommittee: U.S. Cultural Pluralism Subcommittee)
3. Distinguished Scholarship Awards
4. Distinguished Teaching Awards
5. Faculty Affairs
6. Fairness Board
7. Grants Review
8. Instruction
9. Research and Professional Development
10. Sustainability

I. COMMITTEE DESCRIPTIONS

1. Budget and Long-Range Planning Committee

a. Membership

Ex officio members shall be the Provost/Nice President for Academic Affairs or designee, the Budget Officer or designee, the Vice President for Administration and Finance or designee, and an ASI representative.

b. Responsibilities

- (1) The Budget and Long-Range Planning Committee shall provide oversight and make recommendations concerning policy for the allocation of budgeted resources. This includes the review of matters related to the allocation of budgeted resources and representation on bodies formed to review the mechanisms by which campuswide resource allocations are made.
- (2) In addition, the Budget and Long-Range Planning Committee shall also develop recommendations concerning future actions, policies, and goals of the University. Areas assigned to specific standing committees of the Academic Senate fall within its purview when future predictions and extreme long-range planning are necessary or possible.

2. Curriculum Committee

a. Membership

General Faculty from colleges College representatives shall be either (1) the current chair of their college curriculum committee or (2) a current member of their college curriculum committee. The Professional Consultative Services representative shall be an academic advisor from one of the colleges. Ex officio members shall be the Provost/Nice President for Academic Affairs or designee, the Dean of Research and Graduate Programs or designee, the Dean of Library Services or designee, a representative from Academic Records, and an ASI representative.

b. Responsibilities

The Curriculum Committee evaluates curriculum proposals from departments and colleges before making recommendations to the Academic Senate. In addition, the committee makes shall develop recommendations regarding academic master planning and curriculum: Iffi academic programs, to the Senate on University requirements for graduation, general education, learning objectives, and cultural pluralism; provides library oversight as it relates to instruction curriculum; and addresses any other curriculum-related matter referred to it by the Senate, Senate chair, or Executive Committee. Members will meet at least quarterly and as needed. The chair of the Curriculum Committee shall be responsible for the coordination of the curriculum review with the Provost/Vice President for Academic Affairs office Academic Programs. The chair of the Curriculum Committee shall meet regularly with the chair of the Instruction Committee and the Chair of the Academic Senate.

U.S. Cultural Pluralism Subcommittee

There will be a standing subcommittee of the Curriculum Committee that is responsible for the initial review of courses proposed to fulfill the Cultural Pluralism baccalaureate requirement. This subcommittee shall consist of a General Faculty representative from each college and Professional Consultative Services. Terms shall be for two years, staggered to ensure continuity.



Academic Senate caucuses will solicit and receive applications for membership. The slate of applicants will be forwarded to the Curriculum Committee who will appoint members.

A chair of this subcommittee will be elected from the subcommittee members each academic year.

Ex officio Members shall be the department chair of Ethnic Studies, the department chair of Women's Studies, a representative from both the Director of the General Education Program and the chair of the Academic Senate Curriculum Committee, or their designees, and an ASI representative.

Selection of courses to fulfill the requirement shall follow the criteria listed in Academic Senate resolution number AS-395-92.

Recommendations from this subcommittee will be forwarded to the Curriculum Committee which will in turn, submit them to the Academic Senate for a vote.

3. Distinguished Scholarship Awards Committee

a. Membership

General Faculty representatives should include former recipients of the Distinguished Scholarship Award. Ex officio members shall be the Dean of Research and Graduate Programs who shall also serve as the designee of the Provost/President for Academic Affairs and two ASI representatives-one undergraduate and one graduate student.

b. Responsibilities

The Distinguished Scholarship Awards Committee shall conduct the selection process and determine the policies and procedures to be used in accordance with the special rules and procedures approved by the Executive Committee for judging potential candidates for the Distinguished Scholarship Award.

4. Distinguished Teaching Awards Committee

a. Membership

The Distinguished Teaching Award Committee shall be composed of five General Faculty members from different colleges, when possible all two students. The faculty members will be appointed by the Chair of the Academic Senate with the approval of the Executive Committee. These faculty members will be representatives should include former recipients of the Distinguished Teaching Award and will serve two year staggered terms. Co-Recipients not represented during a term of membership will be rotated onto the committee when a member needs to be replaced. The students will be appointed by ASI. Ex officio members shall be two ASI representatives. These will have at least junior standing and will have completed at least three consecutive quarters and 36 quarter units at Cal Poly with at least a 3.0 grade point average.

b. Responsibilities



b. Responsibilities

The Distinguished Teaching Awards Committee shall conduct the selection process and determine the policies and procedures to be used for the Distinguished Teaching Award. Nominations for the award will be received by the committee during fall quarter and final selection will be made no later than the sixth week of spring quarter. The Distinguished Teaching Awards Committee shall conduct the selection process in accordance with the special rules and procedures approved by the Executive Committee for judging potential candidates for the Distinguished Teaching Award.

5. Faculty Affairs Committee

a. Membership

Ex officio members of the Faculty Affairs Committee shall be the Associate Vice President for Academic Personnel or designee and an ASI representative. Ex Officio members shall be nonvoting members of the committee.

b. Responsibilities

The Faculty Affairs Committee shall be the advisory body of the Academic Senate on faculty policy and its administration and procedures. The scope of faculty procedures and policies coming within its purview includes standards and criteria concerning appointment, promotion, tenure, academic freedom, leaves of absence, retention, professional relations and ethics, research, grievance, layoff procedures, and lecturers' rights and responsibilities.

6. Fairness Board

a. Membership

Ex officio members are the Vice President for Student Affairs or designee and two ASI representatives with no less than junior standing and three consecutive quarters of attendance at Cal Poly preceding appointment.

b. Responsibilities

The procedures to be followed and the problems to be considered shall be approved by the Academic Senate and published as a document entitled *Fairness Board Description and Procedures*. The Board shall report to the Provost and Academic Senate Chair.

7. Grants Review

a. Membership

- (1) Pursuant to the Chancellor's Office guidelines for the State Faculty Support Grants CSFSG), [AA-2006-25], a majority of the membership shall consist of elected faculty members elected by the probationary and tenured faculty. They shall be elected as follows:

- (a) one member shall be elected from each college and Professional Consultative Services by faculty unit employees from that college and Professional Consultative Services, respectively.
- (b) membership shall be for two year terms, with the terms of service staggered between the various colleges and Professional Consultative Services.
- (2) Ex officio members shall be the Dean of Research and Graduate Programs or designee, an instructional dean or designee, the Foundation Executive Director or designee and an ASI representative. Pursuant to the Chancellor's Office guidelines for the State Faculty Support Grants (SFSG), the ASI representative must be a graduate student. The representative of the instructional deans shall be appointed by the ProvostNice President for Academic Affairs for a two year repeatable term. Ex officio members shall be nonvoting members of this committee.
- (3) The chair of the Grants Review Committee shall be elected from the elected faculty members of the committee.
- (4) (3) No member of the Grants Review Committee is eligible to apply for any grant, leave, or award program administered by the committee while serving on the committee.

b. Responsibilities

- (1) In coordination with the Research and Professional Development Committee, the Grants Review Committee shall develop and recommend policies and procedures for the review of grant proposals referred to it, including the State Faculty Support Grants (SFSG).
- (2) Solicit, receive, and evaluate requests for State Faculty Support Grants and make recommendations for funding, when appropriate, to the Dean for Research and Graduate Programs.
- (3) Make recommendations concerning the funding of other internal grants when appropriate.
- (4) Evaluate requests for special leaves for research or creative activity and, when appropriate, rank order them for consideration and transmit this ranking through the Academic Senate Chair to the President.

8. Instruction Committee

a. Membership

Ex officio members shall be the ProvostNice President for Academic Affairs or designee, the Vice Provost for Information Technology Services or designee, the Dean of Library Services or designee, a representative from Academic Records, and an ASI representative.

b. Responsibilities

The Instruction Committee shall be responsible for recommendations regarding subjects that impinge directly on the quality of teaching and for providing policy recommendations concerning grading as well as admissions policies and requirements. It will also provide review and input concerning electronic teaching techniques.

In accordance with CAM 481 and AS-357-91/IC, the Instruction Committee shall review the Academic Calendar as proposed by the Provost/Nice President for Academic Affairs before its final submission to the President for approval.

The ~~chair of the Instruction Committee~~ shall meet regularly with the ~~chair of the Curriculum Committee~~ and the ~~Chair of the Academic Senate~~.

9. Research and Professional Development Committee

a. Membership

Ex officio members shall be the Dean of Research and Graduate Programs or designee, ~~an instructional dean or designee, the Vice President for Administration and Finance or designee~~ <sup>1110</sup> ~~Foundation Executive Director or designee~~, and an ASI representative. ~~The representative of the instructional deans shall be appointed by the Provost/President for Academic Affairs for a two year repeatable term. Ex officio members shall be nonvoting members of this committee.~~

b. Responsibilities

The Research and Professional Development Committee shall:

- (1) Make recommendations ~~concerning on University policies and procedures for research and professional development activities on campus regarding scholarship.~~
- (2) Provide advice and guidance ~~related to research and professional development to the following~~ regarding scholarship to the following:
  - (a) Kennedy Library
  - (b) Information Technology Services
  - (c) Cal Poly Technology Park
  - (d) University committees
  - (e) campus research centers and institutes

10. Sustainability Committee

a. Membership

Ex officio members shall be the Vice Provost for Strategic Initiatives and Planning or designee, the Vice Provost for Academic Programs and Undergraduate Education or designee, the Director of Facilities Planning, the Manager of Engineering and Utilities, one academic dean, and two ASI representatives.

b. Responsibilities

Adopted:

ACADEMIC SENATE  
of  
CALIFORNIA POLYTECHNIC STATE UNIVERSITY  
San Luis Obispo, CA

AS- -08

RESOLUTION ON REVISIONS TO  
*FAIRNESS BOARD DESCRIPTION AND PROCEDURES*

1 RESOLVED: That the attached revisions to the *Fairness Board Description and Procedures* be  
2 approved by the Academic Senate; and be it further

3  
4 RESOLVED: That the revisions to the *Fairness Board Description and Procedures* be  
5 forwarded to the President for inclusion in "Campus Administrative Policies."  
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33 Proposed by: Academic Senate Fairness Board  
34 Date: April 24, 2008

## **FAIRNESS BOARD DESCRIPTION AND PROCEDURES**

### Description

The Fairness Board is one of the primary campus group concerned with providing "due process" of academically related matters for the students and instructors at California Polytechnic State University, San Luis Obispo, particularly in terms of student/faculty grading relationships. The Board hears grade appeals based on the grievant's belief that the instructor has made a mistake, shown bad faith or incompetence, or been unfair. Issues of (For) cheating, dishonesty, and plagiarism are addressed by the Office of Student Rights and Responsibilities (OSRR). It is noted that the grade received due to cheating, dishonesty, and plagiarism can not be appealed to the Fairness Board. see CAM 684)

Although in grade appeals, the Board operates under the presumption that the grade assigned was correct, should its members find that the evidence indicated that such was not actually the case, the chair will recommend to the Provost/Nice President for Academic Affairs that the grade be changed. In all cases, the Board's authority is limited to actions consistent with campus and system policy.

Be it known, that a student who submits a grievance can not receive a lower grade due to the process.

In addition to grade grievances, the Board may hear grievances that do not involve grade appeals and are not covered by existing policies or University Offices.

### Procedures

- A. The first and most often successful source of grade resolution occurs at the department level. Before initiating a grievance with the Fairness Board, the student's source of resolution of a grade dispute shall be informal resolution with the instructor and within the instructor's department (Department Head participation); with possible later involvement of the Dean of Students.

Any student who still feels aggrieved after requesting relief from both the instructor and instructor's department head, may initiate an appeal for redress by writing to the chair of the Fairness Board. The chair may counsel a student as to the relative merit of his/her case, but must accept all written complaints which are ultimately submitted. The written request shall be in letter form. The chair will provide the student with a copy of "Fairness Board Description and Procedures." can be obtained from the Fairness Board website ([http://www.calpoly.edu/~acadsen/Document/fairness\\_board\\_descr&proc.pdf](http://www.calpoly.edu/~acadsen/Document/fairness_board_descr&proc.pdf)) or the student may request a copy from the chair.

The student's letter should contain all pertinent details of the situation, name of the course, section, instructor and term in question, list any witnesses to be called, state redress sought, and include as attachments all relevant documents, including items such as course grade determination handout, exams, papers, letters of support, etc. The student has the responsibility of identifying evidence to overcome the Board's presumption that the instructor's action was correct. As a resource, the Board may request any pertinent documentation (historical or current) from the OSRR. It is noted that decisions of the OSRR are informational and non-binding. If the Board decides the case may have merit, then the following actions will then take place:

1. 1. The chair will forward a copy of the above student grievance-letter to the challenged party and request his/her written reply to the chair within one week. The chair will share a copy of any reply with the student grievant. The chair will also send a copy of "Fairness Board Description and Procedures" to the challenged party.
2. 2. ~~The chair will make scheduling arrangements as soon as possible for the hearing which will be conducted in the~~ The chair will coordinate with the Academic Senate to make scheduling arrangements as soon as possible for the hearing which will be conducted informally, formally. At least six Board members must be present before a hearing may begin, and the same six members must be present for the full hearing.
3. 3. When a hearing is scheduled the Chair will notify (through the Academic Senate) the Board members and the two principal parties.
4. 4. Board members will recuse themselves from participation in any case if they are a

principal or if they feel they cannot be impartial.

5. 5. The Board will allow each principal party, who may be accompanied by his/her advisor (advisor who is not an advocate. Legal r otherwise - A -6-5-07 not a practicing attorney of law), to present his/her case personally, call and question witnesses, and present exhibits. The Board may ask for copies of any material it believes relevant to the hearing. The student grievant will usually appear first.

~~6.6.~~ Each Board member may ask questions of either party or any witness.

~~7.7.~~ The Board itself may call witnesses or recall witnesses.

~~8.8.~~ The Board will handle all proceedings without undue delay, will keep a summary file of each case, and will tape record the hearing.

~~9.9.~~ The Board will close the hearing when satisfied that both sides have been fully heard.

~~10.10.~~ The Board will deliberate in private and will make a written summarization of the facts of the case and of the Board's reasoning in its recommendation to the Provost/Vice President for Academic Affairs and the Chair of the Academic Senate.

~~11.11.~~ The chair will send a copy of its recommendation to each principal party, to the instructor's department, and to each Board member.

~~12.12.~~ Should any member(s) of the Board desire to file a minority recommendation, it will be attached to the Board's majority recommendation.

~~13.13.~~ The Provost/Vice President for Academic Affairs will inform the Board and each principal party what action, if any, has been taken. The Provost/Vice President for Academic Affairs shall have final authority regarding any change of grade with the provision, however, that no grade change will be made unless it is recommended by the Board. If the recommendation of the Fairness Board is not accepted, the Provost/Vice President for Academic Affairs shall indicate the reason(s) why in writing to the Board.

- B. The hearings are closed to all persons except the Board and the two principal parties and advisors. Witnesses, if any, shall be present only when **testifying**. No testimony shall be taken outside the hearing room, but written statements from persons unable to attend are admissible. Exceptions to these rules are possible if the Board and both principals have no objections.
- C. Students should ideally initiate any grade complaint within one quarter as instructors are obligated to retain evaluation instruments for only one quarter (AS-247-87). However, the Board will accept grievances for two quarters after an evaluation. If special circumstances exist, such as when an instructor is on leave and not available to the student, the Board may choose to entertain grievances involving grades issued more than two quarters earlier.
- D. In the event a situation arises wherein the Board unanimously deems the above rules inappropriate, the Board will **modify** its procedures to insure that fairness prevails.
- E. In accordance with Executive Order 320, at the end of every academic year, the Fairness Board chair shall report, in writing, to the Academic Senate and the President the number of cases heard during that academic year and the disposition of each such case. A copy of this report shall also be filed annually with the University Registrar so that it is available for review during the student records and registration audit.

Membership One tenured or tenure-track faculty member from each college, and one tenured or tenure-track member from Student Affairs, all appointed by the chair of the Academic Senate for two-year terms. Ex officio members are two student members selected by ASI, with no less than junior standing and three consecutive quarters of attendance at Cal Poly preceding appointment. The Fairness Board chair shall be a member of the General Faculty and shall be appointed in accordance with Article VIII C of the Bylaws of the Academic Senate..



# ACADEMIC SENATE FAIRNESS BOARD PROCESS

Unresolved problem exists between student and the university.



Student is encouraged to go to the Counseling Center and to his/her advisor for the purpose of defining and clarifying the problem and achieving objectivity.

**1**

Student attempts to resolve the problem with appropriate party (e.g. instructor of record) and appropriate line of authority (e.g. instructor's department head/ chair).



Student feels that problem has not been resolved and consults with chair of the Fairness Board.



Student prepares a letter to the Fairness Board indicating his/her problem and submits it to the Board's chair. The letter should:

- (a) identify the course, section, term, and instructor of record
- (b) state complaint and redress sought
- (c) indicate witnesses that may be called
- (d) summarize the effort of resolution at the department level
- (e) include copies of relevant documents such as course grade, termination handout, exam, papers, statements of support made by others, etc.

**1**

Fairness Board reviews complaints and declares complaint to have:

MERIT

Board requests written response from instructor and schedules a hearing. If a resolution to the problem presents itself, the hearing may be terminated. If no resolution seems satisfactory to the Board and the principals, the hearing will lead to the Board making a recommendation to the Provost/Vice President for Academic Affairs.

NO MERIT

MERIT

NO MERIT

Student may re-apply with new evidence.

## ~~ACADEMIC SENATE~~

~~Unresolved problem exists between student and the university~~

~~Student is encouraged to go to the Counseling Center and to his/her instructor for the purpose of defining and clarifying the problem and achieving objectivity.~~

~~Student attempts to resolve the problem with appropriate party (e.g. instructor of record) and appropriate line of authority (e.g. instructor, department head/chair).~~

~~Student feels that problem has not been resolved and consults with chair of the Fairness Board.~~



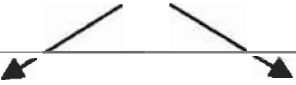
~~Student prepares a letter to the Fairness Board indicating his/her problem and submits it to the Board's chair. The letter should:~~

- ~~(6) identify the course, section, term, and instructor of record~~
- ~~state complaint and redress sought~~
- ~~(0) indicate witnesses that may be called~~
- ~~(d) include copies of relevant documents such as course grade determination handout, exam papers, statements of support made by others, etc.~~



~~—Fairness Board reviews complaints and declares complaint to have:~~



MERIT	NO MERIT
Board requests written response from instructor and schedules a hearing. <b>If</b> a resolution to the problem presents itself the <b>hearing</b> may be terminated. <b>If</b> no resolution <b>seems</b> satisfactory to the Board and the principals, the hearing will lead to the Board making a recommendation to the Provost/Vice President for Academic Affairs.	Student may rebut with new evidence.
	
	<div data-bbox="998 421 1091 453">MERIT</div> <div data-bbox="1274 421 1416 453">NO MERIT</div>

First ~~adopted by the Academic Senate~~ On 4/18/69 Revised 3/73, 10/75, 2/87, 12/91, 10/00 and 9/01

Adopted:

ACADEMIC SENATE  
of  
CALIFORNIA POLYTECHNIC STATE UNIVERSITY  
San Luis Obispo, CA

AS- -08

RESOLUTION ON REVISIONS TO CAMPUS ADMINISTRATIVE MANUAL  
SECTION 684: ACADEMIC DISHONESTY--CHEATING AND PLAGIARISM

- 1 WHEREAS, Campus Administrative Policies (CAP) has not yet replaced Campus  
2 Administrative Manual (CAM) Section 684; and  
3  
4 WHEREAS, Faculty members may not be fully aware of the policy regarding cheating and  
5 plagiarism as outlined in CAM 684 (i.e., a grade assignment of zero may be given  
6 without failing the student in the course); and  
7  
8 WHEREAS, The Office of Student Rights and Responsibilities (OSRR) now conducts the  
9 appeals process for students accused of cheating and plagiarism; therefore be it  
10  
11 RESOLVED: That CAM 684 be revised as shown in the attachment to this resolution; and be it  
12 further  
13  
14 RESOLVED: That faculty be provided with a copy of CAM 684 outlining its responsibility for  
15 enforcing University policy on cheating and plagiarism.

Proposed by: Academic Senate Fairness Board  
Date: April 24, 2008

## ACADEMIC DISHONESTY: CHEATING AND PLAGIARISM

### 684 Academic Dishonesty: Cheating and Plagiarism

The University will not condone academic cheating or plagiarism in any form. The faculty is expected to uphold and support the highest academic standards in this matter. Instructors should be diligent in reducing potential opportunities for academic cheating and plagiarism to occur.

#### 684.1 Definition of Cheating

Cheating is defined as obtaining or attempting to obtain, or aiding another to obtain credit for work, or any improvement in evaluation of performance, by any dishonest or deceptive means. Cheating includes, but is not limited to: lying; copying from another's test or examination; discussion of answers or questions on an examination or test, unless such discussion is specifically authorized by the instructor; taking or receiving copies of an exam without the permission of the instructor; using or displaying notes, "cheat sheets," or other information devices inappropriate to the prescribed test conditions; allowing someone other than the officially enrolled student to represent same.

#### 684.2 Policy on Cheating

Cheating requires, at a minimum, an "F" assigned to the assignment, exam, or task; the course grade shall, at a minimum, reflect the assigned "F"; and further attendance in the course is prohibited at the instructors discretion. The instructor may assign an "F" course grade for an incidence of cheating. However, if a student appeals the charge of cheating, slbe shall be permitted to remain in the class through the appeals process. The instructor is obligated to place evidence of the cheating in writing before the Vice President of Student Affairs with the copies to the department head of the student's major. Physical evidence, circumstantial evidence, and testimony of observation may be included. Said memorandum should **notify** the student that if slbe denies cheating, an appeal is possible through the Office of Student Rights and Responsibilities (OSRR) Fairness Board once the department head of the course of record has been consulted regarding the appeal. Instructors should be confident that cheating has occurred; if there is any doubt, the student should be consulted and/or additional information sought prior to taking action for cheating. Students' rights shall be ensured through attention to due process.

The grade assigned for cheating and the associated course grade can not be appealed to the Fairness Board should the OSRR confirm the incidence of cheating.

The Vice President of Student Affairs shall determine if any disciplinary action is required in addition to the assignment of a failing grade. Disciplinary actions which are possible include, but are not limited to: required special counseling, special paper or research assignments, loss of student teaching or research appointments, loss of membership in organizations, suspension or dismissal from individual programs or from the University. The most severe of the possible actions shall be reserved for grievous cheating offenses or more than one offense by an individual.

#### 684.3 Definition of Plagiarism

Plagiarism is defined as the act of using the ideas or work of another person or persons as if they were one's own without giving proper credit to the source. Such an act is not plagiarism if it is ascertained that the ideas were arrived through independent reasoning or logic or where the thought or idea is common knowledge. Acknowledgement of an original author or source must be made through appropriate references; i.e., quotation marks, footnotes, or commentary. Examples of plagiarism include, but are not limited to the following: the submission of a work, either in part or in whole completed by another; failure to give credit for ideas, statements, facts or conclusions which rightfully belong to another; failure to use quotation marks when quoting directly from another, whether it be a paragraph, a sentence, or even a part thereof; close and lengthy paraphrasing of another's writing without credit or originality; use of another's project or programs or part thereof without giving credit.

#### 684.4 Policy on Plagiarism

Plagiarism may be considered a form of cheating and therefore subject to the same policy which requires notification to the Vice President of Student Affairs and includes possible disciplinary action (See Section 684.2.). However, as there may be a technical plagiarism, which is the result of poor learning or poor attention to format, and may occur without any intent to deceive, some instructor discretion is appropriate. Under such circumstances, notification to the Vice President of Student Affairs is not required. An instructor may choose to counsel the student and offer a remedy (within his/her authority) which is less severe than that required for cheating, providing there was no obvious intent to deceive. However, an instructor may not penalize a student for plagiarism in any way without advising the student that a penalty has been imposed. The instructor should further advise that an appeal is possible through the OSRR Fairness Board, once the department head has been consulted regarding the appeal. Instructors should be confident that plagiarism has occurred. If there is any doubt, the student should be consulted and/or additional information sought prior to taking action for plagiarism. Students' rights shall be ensured through attention to due process.

CONFIDENTIAL FACULTY REPORT OF ACADEMIC DISHONESTY

1. Name and ID number of Student: \_\_\_\_\_
2. Course in which the incident occurred: \_\_\_\_\_ Date of the incident: \_\_\_\_\_
3. Witnesses (if applicable):  
Name: \_\_\_\_\_ D TA D Student D Faculty D Other  
Name: \_\_\_\_\_ D TA D Student D Faculty D Other
4. Nature of the offense:  
D Cheating D Plagiarism  
D Other forms of academic dishonesty that are intended to gain unfair academic advantage
5. Briefly describe the incident and, if any, subsequent investigation. How did you discover the incident? What events did you observe? What statements were made by the persons present? You may attach an additional report.
6. What actions did you take to sanction the student?  
D None D Counseled student  
D Reduction in assignment grade D Reduction in course grade  
D Other (please describe): \_\_\_\_\_
7. In your assessment, did the student understand that he or she was committing an act of academic dishonesty?  
D Probably did understand D Probably did not understand
8. Do you include a statement regarding academic dishonesty in your course documents? If so, please attach a copy.  
D Yes, in the syllabus D Yes, on individual exams or assignments D No
9. Resolution Options  
Based on this incident alone, do you recommend that the Office of Student Rights and Responsibilities issue a warning letter or file formal charges?  
D Issue letter D File formal charges

Name of reporting faculty member: \_\_\_\_\_ Date: \_\_\_\_\_

Department: \_\_\_\_\_ Contact Information: \_\_\_\_\_

Please attach copies of all supporting documentation and return to: Office of Student Rights & Responsibilities, Building 124, Room 127 or e-mail [osrr@calpoly.edu](mailto:osrr@calpoly.edu)

THIS INFORMATION IS COMMUNICATED ON A NEED-TO-KNOW BASIS  
AND IS PROTECTED BY THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT